



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Maintenance Mechanic – Utilities	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Maintenance Mechanic II	<b>FLSA Status:</b> Non-Exempt, Regular FT 40 hrs/wk
<b>Occupational Grouping:</b> Labor & Trade Services	<b>Union - Grade:</b> AFSCME – Grade 15
<b>Organizational Unit:</b> Community Services Department	<b>Primary Job Location:</b> Public Works Facility, Mast Road

**JOB SUMMARY:** Performs unskilled and semi-skilled work in the construction and maintenance of water, waste water and street projects.

**ACCOUNTABILITY:** Works under the general supervision of a supervisor who makes work assignments and inspects work for conformance with instruction and desired result.

**SUPERVISION EXERCISED:** May occasionally direct temporary assigned laborers in the absence of a supervisor.

**TYPICAL EQUIPMENT USED:** Hand and gas/diesel, electric, hydraulic and pneumatic power tools, personal protective equipment, light and heavy vehicles, two-way radio and pager, telephone.

**TYPICAL WORK ENVIRONMENT:** Inside: 40%      Outside: 60%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling, raising old manhole covers and catch basins to road level for street reconstruction.
2. Install, repair, maintain, tap, clean and flush water mains, pipe, gates and fittings, and meters on mains and services and installation of services, fire hydrants and drinking fountains; assist in shutting off broken sections of water mains.
3. Connect residential and industrial service to existing mains.
4. Respond to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
5. Insure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
6. Operate trucks of various sizes and weights in the loading, hauling and unloading of various equipment, tools and materials.
7. Assist in operation of jet truck, camera truck and other light and medium-sized construction and power equipment.
8. Perform routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
9. Perform maintenance of buildings and grounds as needed.

10. Repack, repair and rebuild pumps at plant and lift stations as needed.
11. Pump sludge de-watering; remove grit from grit channel; collect water samples and assists in lab work as assigned.
12. Complete and maintain records and reports as required.
13. Perform snow removal and sanding activities, assist in mitigating natural and man-made emergencies as needed.
14. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
15. Maintains familiarity with and executes safe work procedures associated with assigned work.
16. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>            -up to 10 lbs.: Frequently required            -11 to 25 lbs.: Frequently required            -26 to 50 lbs.: Occasionally required            -over 50 lbs.: Rarely required, Assistance may be available</p> <p><b>CARRY:</b>            -up to 10 lbs.: Frequently required.            -11 to 25 lbs.: Frequently required.            -26 to 50 lbs.: Occasionally required.            -over 50 lbs.: Rarely required. Assistance may be available</p> <p><b>REACH:</b>            -above shoulder height: Occasionally required.            -at shoulder height: Frequently required.            -below shoulder height: Frequently required.</p>	<p><b>PUSH/PULL:</b> Frequently required.  <b>TWISTING:</b> Frequently required.  <b>BENDING:</b> Frequently required.  <b>CRAWLING:</b> Occasionally required.  <b>SQUATTING:</b> Occasionally required.  <b>KNEELING:</b> Occasionally required.  <b>CROUCHING:</b> Frequently required.  <b>CLIMBING:</b> Frequently required.  <b>BALANCING:</b> Rarely required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Frequently required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>            Sit: 1 hour            Stand: 2 hour            Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>            Sit: 2 hours            Stand: 4 hours            Walk: 2 hours</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Required for detecting odor and fumes.</p>
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**TYPICAL WORK SURFACE(S):** Service counter; tables; carpet, tile, concrete and wood floors; ladders, stairs and scaffolding, outside surfaces including flat, sloped and uneven ground; within above and below ground confined spaces; within and above trenches; within operator cabs and on trucks and heavy equipment.

**TYPICAL CONTROLS & EQUIPMENT:** Key board/pad; computer mouse; electronic, mechanical, hydraulic controls; radio/pager; motor vehicle; analog and digital instruments and gauges.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Exposure to outside environment including sunlight, extreme temperature (hot/cold), wind and rain; work may be near moving or mechanical parts and on or around heavy equipment. May be exposed to fumes, airborne particles, fuel, solvents, lubricants, and toxic or caustic chemicals. May also be exposed to biting insects, poisonous plants, herbicides and/or pesticides.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Some knowledge of equipment, facilities, materials, methods and procedures used in public works and utility construction, maintenance and repair activities. Ability to perform heavy manual tasks for extended periods of time and in adverse conditions. Ability to understand and follow oral and written instruction. Ability to establish and maintain effective working relationships with employees, other departments and the general public. Ability to work under adverse conditions.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High school diploma or equivalent. Two years experience in construction or building, OR any combination of education and experience which demonstrates the possession of the required knowledge, skills and abilities. Must maintain valid CDL-B license with air brake and tanker endorsement, CDL-A with endorsements preferred. Must maintain complete certification for NE Collection Systems Operator Certificate Grade II and State of NH Water Distribution Certification Grade II.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input checked="" type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established 07/01/96  
Job Description Developed: 07/01/96  
Revised: 11/10/08  
Revised: 08/13/2013